



DEPARTMENT OF THE NAVY
NAVAL INSPECTOR GENERAL
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IN REPLY REFER TO:
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POLICY MEMORANDUM NUMBER 2011-002

From: Naval Inspector General
To: Echelon II Inspectors General

Subj: ENTERING SUBJECT AND COMPLAINANT NAMES AND REPORTING
ADVERSE INFORMATION IN THE NAVAL INSPECTOR GENERAL
HOTLINE TRACKING SYSTEM

1. This policy is effective immediately and will remain in effect until rescinded or superseded. Additionally, this policy supersedes any previous direction or guidance not to enter the name of a subject into the Naval Inspector General Hotline Tracking System (NIGHTS) subject name field until after a decision is made to conduct an investigation on that individual.

2. The name of subjects and complainants shall be entered in the subject and complainant name fields in NIGHTS as soon as they are identified. For example, if the names appear in a complaint that should be tracked in NIGHTS, they should be entered when the NIGHTS case is opened. The name of a subject or complainant will not be entered in the complaint summary field or any other field, regardless of the course of action, unless the name(s) of the subject(s) are also entered in the subject field. This will allow Inspectors General to search in NIGHTS for adverse material on any person who was ever the subject of a complaint or investigation. Having the subject data available will assist an Inspector General in determining if an investigation is warranted when numerous complaints are received on the same subject, and also facilitates decisions to open investigations when a subject has been named in previous complaints that were not previously investigated.

3. The Office of the Naval Inspector General (NAVINSGEN) is the sole release authority of information for NIGHTS when adverse information record checks are requested for any purpose. However, this does not preclude a member of the Inspector General Community who is responsible for evaluating hotline complaints from informing his or her commander of the receipt of a complaint about a specific matter or individual for which the commander has responsibility in appropriate circumstances. Such circumstances would include situations where failing to inform

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the commander could allow command decisions that adversely affect the inquiry process, or decisions that could facilitate a subject's ability to take action that could adversely affect the command, such as allowing a commander to select the subject of an allegation of misuse of government resources to assume a position of greater responsibility for government resources.

4. Identifying and recording subject data into the official record is critical to Hotline mission success. Timely identification of subject names will allow Inspectors General to accurately capture and identify personnel for adverse material reporting and assist in the Hotline decision making process.

5. The NAVINSGEN point of contact is Ms. Cheryl Miller, Director, Hotline and Investigations Division (N6). Ms. Miller may be reached at commercial (202) 433-4723 or via e-mail at cheryl.miller@navy.mil.



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